

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

TEMPORARY EMPLOYMENT OPPORTUNITY

Position:	Generalist Clerk	Announcement #:	17-CO-02
Appointment:	Full-time or Part-time; Temporary		
Location:	Charleston, WV		
Starting Salary:	CL 23/1 to CL 23/25, (\$32,019 - \$40,033)		
Opening Date:	October 14, 2016		
Closing Date:	Open until filled - Résumés received by October 21, 2016 will receive first consideration.		
Open To:	All qualified applicants		

JOB SUMMARY:

The Court is recruiting a well-organized, detail-oriented individual who possesses exceptional interpersonal skills. The Generalist Clerk will perform a variety of administrative and clerical duties in the Clerk's Office.

REPRESENTATIVE DUTIES:

Prepare documents prior to scanning. Scan documents and ensure quality and accuracy of scanned documents. Route documents to proper offices or persons. Upload scanned documents to CM/ECF, using specific CM/ECF events for the scanned orders. Perform miscellaneous duties related to intake and jury wheel in the Clerk's Office. Perform other duties as assigned.

QUALIFICATIONS:

To qualify for the position, a person must be a high school graduate or equivalent and have at least two years of general experience. General experience is progressively responsible administrative or general clerical work experience. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours of undergraduate study) equals one year of general experience.

Skills such as record keeping, sorting, distributing mail, filing alphabetically and numerically, photocopying, inputting data, and typing are particularly useful in this position. Dependability, reliability, good organizational skills and the ability to manage multiple tasks is required.

EMPLOYEE BENEFITS:

Positions are covered by the Court Personnel System. Temporary positions with a not-to-exceed (NTE) date of **90 days to 1 year or less** are eligible to accrue annual and sick leave and eligible to be paid for 10 federal holidays per year. Temporary positions with a NTE date of **more than**

1 year are entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave, accrual of 13 days of sick leave annually, a long term disability plan, a long term care program, periodic salary increases, and 10 paid holidays per year.

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

APPLICATION PROCESS:

To apply, submit a cover letter and current résumé to Ms. Korin Parsons at Korin_Parsons@wvsc.uscourts.gov. Reference **Vacancy #17-CO-02**. Only applicants selected for interview will be contacted.

More than one position may be filled from this announcement. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity in the work place.